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June 14, 2016

# County of Los Angeles COMMUNITY AND SENIOR SERVICES

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*Enriching Lives Through Effective And Caring Service*



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Cynthia D. Banks  
Director  
Otto Solórzano  
Chief Deputy

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

36 June 14, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZE COMMUNITY AND SENIOR SERVICES TO ACCEPT FEDERAL SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM NUTRITION EDUCATION AND OBESITY PREVENTION (SNAP-ED) GRANT FUNDS FROM CALIFORNIA DEPARTMENT OF AGING (CDA) AND EXECUTE FYs 2016-2020 DIETARY ADMINISTRATIVE SUPPORT PROGRAM CONTRACT (ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

## SUBJECT

Community and Senior Services ("CSS") seeks delegated authority to: 1) extend the term of the current Federal Supplemental Nutrition Assistance Program Nutrition Education and Obesity Prevention ("SNAP-Ed") contract agreement number SP-1516-19 with the California Department of Aging ("CDA") for the period of July 1, 2016 – September 30, 2016 to align SNAP-Ed Program funding with the CDA contract agreement; 2) accept SNAP-Ed grant award funds for the term of July 1, 2016 – September 30, 2020; 3) execute future SNAP-Ed agreements and all future amendments with CDA for the term of July 1, 2016 – September 30, 2020; 4) execute a four-year contract ("subaward") with CNS/RQA/CA, Inc. ("CNS") to provide food service oversight at food production locations that provide nutritional meals to eligible older adults at strategically located congregate sites and home-delivered meals to homebound older adults, and SNAP-Ed services through the Dietary Administrative Support Services ("DASS") Program; 5) execute subaward amendments, as needed, with CNS within its respective subaward term to increase, or decrease the subaward amount; and, 6) execute and approve cost of living (COLA) adjustments under the terms of the subaward.

## **IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the CSS Director, or designee, to extend the term of the current SNAP-Ed contract

agreement with CDA for the period of July 1, 2016 – September 30, 2016 under CDA contract agreement number SP-1516-19 for the provision of DASS Program services.

2. Authorize the CSS Director, or designee, to accept SNAP-Ed grant award funds from CDA for the provision of DASS Program services for the term of July 1, 2016 – September 30, 2020 under CDA contract agreement number SP-1516-19 and under the following anticipated CDA contract agreement numbers: SP-1617-19; SP-1718-19; SP-1819-19; and, SP-1920-19. The estimated annual amount of SNAP-Ed funds is \$85,000 for FY 2016-17 totaling an estimated amount of \$340,000 for the four (4)-year subaward term.

3. Authorize the CSS Director, or designee, to execute future SNAP-Ed contract agreements and any amendments thereto with CDA for the provision of DASS Program services during the term of July 1, 2016 – September 30, 2020 under CDA contract agreement number SP-1516-19 and under the following anticipated CDA contract agreement numbers: SP-1617-19; SP-1718-19; SP-1819-19; and, SP-1920-19.

4. Authorize the CSS Director, or designee, to enter into a subaward with CNS for the subaward term of July 1, 2016 – June 30, 2020 to provide DASS Program services for a total estimated annual amount of \$618,000, which consists of Older Americans Act (“OAA”) funds totaling \$533,000 annually and SNAP-Ed funds totaling \$85,000 annually (whereby the four (4)-year subaward amount is estimated at \$2,472,000). Allocations to the service provider are subject to the availability of funding and are contingent upon service provider’s performance in meeting the goals of the DASS Program as well as its adherence to its subaward terms. CSS will obtain County Counsel approval as to the form of the subaward prior to executing this subaward and CSS shall provide written confirmation to the Chief Executive Officer (“CEO”) within thirty (30) days of completing this action.

5. Authorize the CSS Director, or designee, to execute amendments with CNS, which serve the best interests of the County, during the service provider’s subaward term as follows: 1) add new, relevant or updated Federal, State and/or County subaward terms; and, 2) increase or decrease the subaward amount (including but not limited to baseline funds, one-time-only funds, supplemental monies, etc.) in response to the availability of funding and/or based on service provider’s performance provided that: (a) the total allocation does not exceed available funding; (b) CSS obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) CSS provides written confirmation to your Board and the CEO within thirty (30) days of completing this action. This action would ensure full expenditure of the DASS Program funds and is consistent with your Board’s policy requiring review of contractor (“subrecipient”) performance.

6. Authorize the CSS Director, or designee, to execute amendments to the subaward with CNS to approve annual Cost of Living Adjustments (COLAs), at the CSS Director’s discretion, consistent with the Board’s COLA policy and subject to the availability of funding, with all actions subject to the review and approval of County Counsel.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the DASS Program is to provide the following: critical centralized dietary services at food production and meal service locations; centralized dietary services to congregate and home-delivered meals service providers who operate under the Elderly Nutrition Program (“ENP”), which is administered by CSS under another CDA grant agreement; SNAP-Ed Services which include nutrition education and obesity prevention services to low-income older adults who participate in the ENP at congregate meal sites throughout Los Angeles County; and, assurance that these services

are provided in accordance with the governing DASS Program regulations which include the OAA Title III C (Nutrition Service), the Older Californians Act ("OCA"), SNAP-Ed requirements and Hazard Analysis Critical Control Points established under the California Health and Safety Code. Your Board's approval of the recommended actions will enable CSS to continue implementation, administration and oversight of the DASS Program for the term July 1, 2016 – September 30, 2020 and use SNAP-Ed funds to support DASS Program services.

### **Implementation of Strategic Plan Goals**

The recommended actions support the following Countywide Strategic Plan Goals: 1) Operational Effectiveness, 2) Fiscal Sustainability, and 3) Integrated Services Delivery.

### **FISCAL IMPACT/FINANCING**

The DASS Program is financed with Federal and State monies and there is no impact on the County's general funds. Funding for the DASS Program totaling an estimated \$618,000 annually and \$2,472,000 for the 4-year subaward term consists of monies received from CDA under the following regulations: OAA Title III Part C (Nutrition Services) and Food and Nutrition Act ("FNA"). CSS requests your Board's authority to accept SNAP-Ed funding provided under the FNA to administer the DASS Program for the subaward term. The requested Board authority will allow CSS to allocate an estimated annual amount of \$85,000 in FNA SNAP-Ed monies and an estimated total amount of \$340,000 for the four (4)-year subaward term to provide DASS Program services.

The OAA Title III C funding for DASS Program services totaling an estimated amount of \$533,000 annually and \$2,132,000 for the four (4)-year subaward term was approved by your Board in the letter dated May 14, 2013, entitled "Authorization to Accept Older Americans Act (OAA) and Older Californians Act (OCA) Titles III, V, VII, and Health Insurance Counseling Advocacy Program (HICAP) Grant Awards and Funding Augmentations".

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

CSS currently administers the DASS Program through a subaward with one (1) service provider, CNS, and that subaward is due to expire on June 30, 2016. CSS released a Request for Proposals ("RFP") in March 2016 to solicit responses from qualified organizations to provide DASS Program services for the subaward term beginning July 1, 2016 through June 30, 2020. CNS was the sole proposer to submit a proposal.

The DASS Program subaward includes both standard County terms and conditions in addition to Federal and State terms and conditions that are required for CSS to administer/operate the Program. Additionally, the subaward includes COLA provisions that are consistent with County's policy whereby the CSS Director may approve an annual COLA to the subaward operations and maintenance fees, at the CSS Director's discretion and in accordance with Board Policy No. 5.070 (Multi-Year Services Contract Cost of Living Adjustments) provided that such COLA does not exceed the general salary movement granted to County of Los Angeles employees and shall be based on the Consumer Price Index for the Los Angeles-Riverside-Orange County area. Further, the DASS Program subaward is not subject to the requirements for Proposition A in which living wage laws would be applicable. CSS will obtain County Counsel approval as to the form of the subaward prior to its execution and/or amendment.

The Federal portion of the ENP funding is made available pursuant to the OAA and these funds have been assigned a Catalog of Federal Domestic Assistance ("CFDA") program number as follows:

- OAA Title III C funds (which includes Title III C-1 and Title III C-2): 93.045 (Special Programs for the Aging Title III Part C (Nutrition Services))
- FNA funds for SNAP-Ed: 10.561 (Supplemental Nutrition Assistance Program - Education (SNAP-Ed))

## **CONTRACTING PROCESS**

On March 29, 2016, CSS released a RFP to solicit responses from qualified organizations to provide DASS Program services to adults age sixty (60) and older who are enrolled in the ENP, and ENP subrecipients and their caterers. CSS sent over 500 letters of interest from a compiled address list to potential bidders in all supervisorial districts, including the Los Angeles County Commission for Older Adults (LACCOA) members and current CSS-funded service providers. The RFP was advertised in greater Los Angeles County newspapers including the Los Angeles Times, Los Angeles Sentinel, Antelope Valley Press, San Gabriel Valley Tribune, Daily Breeze, Daily News, Long Beach Press Telegram and HOY. The RFP and all related documents were also posted and made available on the websites of the following County departments: CSS, Internal Services Department ("ISD") and Office of Small Business.

In response to the RFP, one (1) organization, CNS, submitted a proposal to provide DASS Program services. After careful evaluation of the proposal, CSS determined that CNS met the qualifications, experience and pricing requirements outlined in the RFP. As such, CSS recommends CNS for the DASS Program subaward at the pricing listed in Attachment I.

## **MONITORING REQUIREMENT**

Administrative, programmatic and fiscal monitoring of the DASS Program service provider will be conducted on an annual basis to ensure its compliance with the subaward. Administrative and programmatic monitoring are completed by CSS' Contract Compliance Division. Fiscal monitoring is conducted annually by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow for the continued provision of DASS Program services throughout Los Angeles County (excluding the City of Los Angeles), which will enable older adults to continue living independently and enjoying safe and nutritious meals served at a congregate site or at home through the home-delivery service.

## **CONCLUSION**

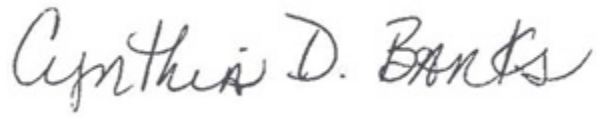
If you have questions, please contact Ms. Janine Phillips at (213) 351-8911 or [jphillips@css.lacounty.gov](mailto:jphillips@css.lacounty.gov).

The Honorable Board of Supervisors

6/14/2016

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Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia D. Banks". The ink is dark and the signature is fluid.

CYNTHIA D. BANKS

Director

CDB:OS:PG:CD:SI

R:JP

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

## Attachment I

### Dietary Administrative Support Services (DASS) Program

<b>Service Category</b>	<b>Unit Rate</b>
Title III C-1 ENP Annual Review	\$60
Title III C-1 Area Plan Review	\$54
Title III C-1 Congregate Meal Program Nutrition Education Group Sessions	\$54
Title III C-1 Nutrition Counseling	\$54
Title III C-1 Congregate Meal Site Monitoring	\$60
Title III C-1 Caterer and Central Kitchen Monitoring	\$60
Title III C-1 In-Service Training (Quarterly and Monthly)	\$54
Title III C-1 Workshops	\$54
Title III C-1 ServSafe Course	\$54
Title III C-1 HACCP Course	\$54
Title III C-1 Menu Review and Recipe Development	\$54
Title III C-2 ENP Annual Review	\$60
Title III C-2 Area Plan Review	\$54
Title III C-2 Home-Delivered Meal Nutrition Education	\$.66
Title III C-2 Nutrition Counseling	\$60
Title III C-2 Home-Delivered Meal Route Monitoring	\$64
Title III C-2 Caterer and Central Kitchen Monitoring	\$60
Title III C-2 In-Service Training (Quarterly and Monthly)	\$54
Title III C-2 Workshops	\$54
Title III C-2 ServSafe Course	\$54
Title III C-2 HACCP Course	\$54
Title III C-2 Menu Review and Recipe Development	\$54
SNAP-Ed (Nutrition Education)	\$54
SNAP-Ed (Physical Fitness)	\$54